



UPDATE Handbooks

The UPDATE handbook is a distribution medium that was created by the U.S. Army Publishing Agency (USAPA) when money for printing publications was plentiful. Today, the handbooks have outlived their usefulness in an age when money for printing has decreased significantly. The UPDATE handbook was designed to be a throwaway booklet that was replaced frequently with another up-to-date publication. Many UPDATE handbooks were on a semi-annual replacement cycle. Producing publications in this manner is no longer economically possible. We are trying to do business smarter in order to be of service to you—our customers. One step in that direction is to ensure that the publications contained in the UPDATE handbooks are available on our Army Electronic Library (AEL) CD-ROM and web site (<http://www.usapa.army.mil>).

USAPA is in the process of converting the publications contained in the UPDATE handbooks to standalone publications.

Think of this process as though we were ripping off the handbook cover and throwing it—and the consolidated glossary and index—into the trash. Then we would separate each Army regulation or DA pamphlet and staple them with their own separate cover. When all the publications within a certain handbook are available on the AEL CD-ROM or on our web site, those publications will no longer be available in UPDATE handbooks. We are superseding (replacing) the handbooks with the AEL CD-ROM. We are not superseding any of the individual Army regulations or DA pamphlets contained in the handbooks; we are simply deleting the concept of the handbook and moving them to the obsolete section (section 13) of our Index (DA Pam 25-30). These UPDATE handbooks will not be available for you to order.

The following table shows the UPDATE handbooks that have been replaced with the AEL CD-ROM. Notice that some of the individual publications contained in the UPDATE handbooks are obsolete.

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Director's Corner

It is the goal of every organization to provide quality and timely services and products to its customers when requested. Excellent customer service and quality products also drive us here at USAPA.

We think we've made significant adjustments to our systems and operations to reduce the time it takes to process and fill your orders for official, published products. We believe the progress in this endeavor to be substantial.

We've also been working with the proponents of the publications (at the Pentagon and elsewhere) on the "front end" of the process to reduce the time it

takes to get an Army-wide product through the regulatory wickets. We've made some good progress so far and by continuing to work closely together, we expect more to come.

In this edition of our Publications Bulletin, you'll find some important news and information on the "less paper" policy, the replacement of some old UPDATE format publications, and another list of technical and equipment manuals now on CD-ROM. And for our proponent customers, a how-to on revising a publication.

Again, your feedback is very important to us. We **are** paying attention to what you tell us!!

EMIL S. NAZZARO
Director

Publication Title & Number

All Ranks Personnel,
Issue Number 15
UPDATE 5-15

Reserve Components Personnel,
Issue Number 23
UPDATE 1-23

Publication Proponent

DCSPER
DCSPER
Obsolete
DCSPER
Obsolete
Obsolete
Obsolete

DCSOPS
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER
DCSPER

Publications Included

AR 600-9
AR 614-30
~~AR 630-5~~
AR 635-10
~~AR 640-2-1~~
~~AR 640-10~~
~~AR 672-5-1~~

AR 135-2
AR 135-7
AR 135-18
AR 135-91
AR 135-100
AR 135-133
AR 135-155
AR 135-175
AR 135-178

Publication Title & Number	Publication Proponent	Publications Included
Reserve Components Personnel, Issue Number 23 UPDATE 1-23, Continued	DCSPER DCSPER DCSPER DCSPER DCSPER CAR CAR CAR CAR CAR DCSPER CAR	AR 135-180 AR 135-200 AR 135-205 AR 135-210 AR 135-381 AR 140-1 AR 140-10 AR 140-30 AR 140-50 AR 140-111 AR 140-158 AR 140-185
Unit Supply, Issue Number 14 UPDATE 2-14	DCSLOG DCSLOG DCSLOG DCSLOG DCSLOG	AR 700-84 AR 710-2 AR 735-5 DA Pam 710-2-1 DA Pam 710-2-2
Maintenance Management, Issue Number 14 UPDATE 3-14	DCSLOG DCSLOG DCSLOG	AR 750-1 DA Pam 738-750 DA Pam 750-35
Officer Rank Personnel, Issue Number 14 UPDATE 6-14	DCSPER Obsolete DCSPER PERSCOM	AR 614-100 AR 624-100 DA Pam 600-3 DA Pam 600-11
Physical Security, Issue Number 3 UPDATE 10-3	DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS DCSOPS	AR 190-11 AR 190-12 AR 190-13 AR 190-51 DA Pam 190-12 DA Pam 190-51

The following table shows the UPDATE handbooks that have **not** yet been completely replaced with the AEL CD-ROM. Several of the publications are in USAPA now being revised and should be completed in the near future. When that occurs, those UPDATE handbooks will be replaced with the AEL CD-ROM. However, there are still several publications that have not been received for revision.

Publication Title & Number	Publication Proponent	Publications Included
Morale, Welfare, and Recreation, Issue Number 16 Update 4-16	ACSIM Obsolete DCSPER ACSIM Obsolete	AR 215-1 AR 215-2 AR 215-3 AR 215-4 AR 215-5
Enlisted Ranks Personnel, Issue Number 16 Update 7-16	DCSPER DCSPER DCSPER DCSPER	AR 600-200 AR 601-280 AR 614-200 AR 635-200
Finance, Issue Number 13 Update 8-13	ASA(FM&C) Obsolete ASA(FM&C)	AR 37-101-2 AR 37-104-3 AR 37-106
Evaluation, Issue Number 6 Update 11-6	DCSPER DCSPER DCSPER	AR 623-1 AR 623-105 AR 623-205
Military Occupational Classification and Structure (MOCAS), Issue Number 6 Update 12-6	DCSPER DCSPER DCSPER DCSPER	AR 611-1 AR 611-101 AR 611-112 AR 611-201

The USAPA point of contact for this article is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

Revising an Army Regulation for the First Time?

You've been given an Army regulation to revise, and, you've never done that before. Where do you start?

First, you should locate your agency publications control officer (PCO). Write down their name and phone number, and keep it handy. You should also give them a call and let them know that

you're beginning the process of revising your Army regulation. Your PCO is your agency's publications person. He or she can answer most of your questions regarding what to do, how to do it, and anything else you need to know about this process.

Next, you need to get copies of AR 25-30 (The Army Integrated Publishing and Printing Program) and DA Pam 25-40 (Administrative Publications: Action Officers Guide). These publications are available on the Army Electronic

Library—EM 0001 and the USAPA web site at <http://www.usapa.army.mil>).

You won't be able to revise your publication without these documents. Following the policy in AR 25-30 will help you understand what you can and cannot do and with whom you need to coordinate (staff) your regulation. After reading through DA Pam 25-40 you'll be armed with the information you need to get your job done.

Place a call to USAPA (at DSN 221-6262 or commercial (703) 325-6262) for an official copy of your publication. Don't use the office copy. You need to be working from an official version. Give us your name, phone number, the publication number, and the format you'll need it in. Give us a few days and you'll have the correct files. It is important that you use these files because they are a copy of the last official change or revision to your publication.

If you have lots of questions or are confused, the staff here at USAPA can assist you at any point in the process. We can set up a consultation with an editor, forms specialist, and anyone else you need to speak with to help you get your job done.

Identify the changed portions of your manuscript on TJAG's copy. You'll also have to send them the changes you've made to the manuscript after you incorporated the comments. Highlight these changes in bold, italics, or use a highlighter and submit only the pages with changes on them. This seems like a lot of work, but it's worth it. Since TJAG is required to review your manuscript twice, this will speed up the final legal review by ensuring that TJAG

doesn't have to review the manuscript again, page-by-page.

When you send out your publication for staffing, you can do it by e-mail, but you still need to give the reviewers time to evaluate your publication. See AR 25-30, chapter 2, for the required review time. You might want to call each office and ask for a point of contact so you'll know whom to contact if they haven't responded to your request by the suspense date. You can't just ignore the fact that they don't send you a response. You have to get a concurrence from them. Occasionally, you'll receive a nonconcurrence. You can't ignore that either. You need to try and resolve the problems that office has with your manuscript before you submit the manuscript for publishing. If you can't come to an agreement after several tries, you need to make a note of this on your DA Form 260 (Request for Printing of Publication).

After reviewing all your comments and incorporating those you deem relevant, you can highlight those pages that changed and send them to TJAG. You're now ready to fill out your DA Form 260 and DD Form 67 (Form Processing Action Request) if you have any new or revised forms, get signatures on them, and submit the manuscript for publishing. You'll need to consult DA Pam 25-40 for what to send to whom and how many copies.

Regardless of whether you are revising an Army regulation or DA pamphlet, the procedure is the same. Between your PCO and the staff at USAPA you have the resources available to you to get your job done easily and efficiently. We're

here to help you and in doing so, you'll produce a better product which will make our jobs easier when you submit your publication for publishing.

The USAPA point of contact for this article is Mrs. Juanita H. Maberry at DSN 328-0592 or commercial (703) 428-0592.

Remember—Less Paper

The less paper policy is in full effect—beginning 1 July 1999. What does that mean? All departmental forms and administrative publications on the Army Electronic Library (AEL) CD-ROM now fall under the less paper policy. They will not be procured in paper if they are new, changed, or revised. For more detailed information, check HQDA Letter 25-98-1, 1 December 1998, Less Paper Policy for Departmental Forms and Administrative Publications, which is available on CD-ROM (EM 0001) and on the USAPA web site.

Remember that this policy applies only to Army-wide forms and Army-wide administrative publications that are on our AEL. If the form or publication has not been converted to electronic format or cannot be converted, we will continue to procure the usual paper stock. Forms on our critical forms list and mobilization forms and publications identified by U.S. Army Forces Command are exempt. In other words, even if we have converted them to electronic format or will do so in the future, we will continue to procure the usual paper stock for these items.

The point of contact for this article is Paula Kerr at DSN 221-6290 or commercial (703) 325-6290.

ETMs Available Through Resupply

Here's the latest list of ETMs that have been produced by the U.S. AMC Logistics Support Activity. Those products identified with an asterisk (*) are now available for requisitioning through normal resupply channels. So that you receive future revisions, we're providing the initial distribution number (IDN) for each product. Please submit your DA 12-Series subscription requirements now. Just cite the IDN and the quantity you require. The unit of issue is "CDROM."

Nomenclature	Title	IDN
*EM 0030	High Mobility Multipurpose Wheeled Vehicle (HMMWV)	381028
*EM 0033	Smoke Generator and Smoke Grenade Launcher	401104
*EM 0034	Avenger AN/TWQ-1	323444
*EM 0035	Armored Combat Earthmovers (ACE)	372450
*EM 0036	Tracked Recovery Vehicle, M578, M88A1	372471
*EM 0037	Truck, Multifuel, 2 ½-Ton, M35, M36	381031
*EM 0038	Heavy Equipment, Expanded, Tactical Mobility Truck (HEMTT)	381032
*EM 0039	Truck, 5-Ton Series, Cargo, Dump, Tractor	381030

Nomenclature	Title	IDN	Nomenclature	Title	IDN
*EM 0040	Carrier, Personnel M113	372454	*EM 0058	Helicopter, KIOWA Warrior OH-58D	313666
*EM 0041	Howitzers	372453	*EM 0059	Telephone Sets, Switching Equipment	360184
*EM 0042	Heavy Equipment Transporter (HET)	381033	*EM 0060	Helicopter, KIOWA OH-58C	313665
*EM 0043	INF/CAV Fighting Vehicle, M2/M3	372455	*EM 0061	Helicopter, APACHE AH-64	313664
*EM 0044	Armored Vehicle Launcher Bridge (AVLB)-M60, M48A5	372457	*EM 0062	Multiple Launch Rocket System (MLRS), M270	323438
*EM 0045	CBR Material-Masks, Decontamination, Alarms	280821	*EM 0063	CEV, M728	372452
*EM 0046	Cleaners, Steam Pressure	256470	*EM 0064	TOW-Ground, Air and Vehicle Systems	323439
*EM 0047	Stringer Missile- Ground/Air	323440	*EM 0065	Mortar, Small Arms, Mount	401103
*EM 0048	Truck, Tractor, 14-20-Ton, M915, M916, M920	381060	*EM 0066	Radar and Target Acquisition	360180
*EM 0049	Trailer-Cargo, Semi, Utility, Tank	391024	*EM 0067	Hellfire Missile System	323480
*EM 0050	Test Equipment: Tank and Automotive	372458	*EM 0068	Test Equipment- General	344614
*EM 0051	Helicopter, Blackhawk EH-60A	323663	*EM 0069	Abrams Main Battle Tank (M1A1)	372451
*EM 0052	Truck, Cargo, Palletized Load System (PLS)	381029	*EM 0070	Utility Vehicles (CUCV)	381055
*EM 0053	Helicopter Armament System	313660	*EM 0071	Radio Ground, SINGCARS	360183
*EM 0055	Forklift and Material Handling Equipment	256435	*EM 0072	Tool and shop set- Tank/Automotive	212082
*EM 0056	Helicopter, COBRA AH-1F	313662	*EM 0073	Tool and shop set- Welding Equipment	212088
*EM 0057	Helicopter, (IROQUOIS) (Huey) UH-1H	313661	*EM 0075	Mobile Subscriber Equipment (MSE)	360181
			*EM 0076	Tracked Vehicle- M981, M992-Series	372478
			*EM 0077	Water Purification, Supply	256437

Nomenclature	Title	IDN	Nomenclature	Title	IDN
*EM 0078	Carrier General, Full Tracked, Armored	372477	*EM 0099	Boresighting Equipment	410450
*EM 0079	Radio Equipment— Tactical and Strategic Communications	360480	*EM 0100	Loaders, Scoop	256458
*EM 0080	Radio Teletype and Related Equipment	360182	*EM 0101	Dragon Missile System and Related Equipment	323477
*EM 0081	Engineer Equipment	344613	*EM 0106	JAVELIN Missile System	323481
*EM 0082	Howitzer, Towed	401112	*EM 0107	NBC Vehicle, FOX, M93A1	280832
*EM 0083	Chinook, CH-47D	313713	*EM 0108	COMSEC Equipment	431055
*EM 0084	Binoculars, Periscopes and Telescopes	410453	*EM 0109	Crane, Wheeled and Tracked	256463
*EM 0086	General Sets and Related Power Equipment	256436	*EM 0110	Excavating/ Construction Equipment	256466
*EM 0087	Petroleum Tanks, Pumps and Related Equipment	256438	*EM 0111	Integrated Family of Test Equipment	344649
*EM 0088	Tool and Shop-set- Electrical Electronics	212089	*EM 0112	Small Unit Support Vehicle (SUSV)	381068
*EM 0089	Tool and shop set- Missile and LCSS Related Material	212080	*EM 0113	Joint Stars (JSTARS)	360580
*EM 0091	Test Equipment- Missile and Missile Related Materials	323479	*EM 0114	NAVSTAR Global Positioning System (GPS)	360508
*EM 0092	Test Equipment- Electronic Warfare	360484	*EM 0115	Scrapers, Graders and Scoop Loaders	256465
*EM 0093	Mines, Mine Clearing and Replacement Equipment	401114	*EM 0116	All Source Analysis System (ASAS)	344659
*EM 0094	Meteorological Equipment	256460	*EM 0117	Howitzer, Heavy, Self-Propelled, 8 Inch	372481
*EM 0095	Test Equipment- Radio and Radio Frequency	360487	*EM 0118	Aircraft, Fixed- Wing, C-12 Series	313739
*EM 0097	HMMWV-TOW Vehicle System	381049	*EM 0119	Tractor, Full- Tracked (Dozers)	256475
			*EM 0120	Field Artillery Ammunition Support Vehicle (FAASV)	372482

Nomenclature	Title	IDN	Nomenclature	Title	IDN
*EM 0123	Industrial Machinery and Manufacturing Equipment	256476	*EM 0152	Digital Transmission Assemblages, AN/TRC	360745
*EM 0124	M1A2 ABRAMS	372483	*EM 0153	Shelters, Tents, Milvans and Camouflage Equipment	256499
*EM 0125	HOWITZERS, Towed	401120	*EM 0154	Ground Photo System Process and Interpretation	344666
*EM 0127	Laundry, Bath, Vector and Hygiene Equipment	256479	*EM 0159	Radar Set, Firefinder, AN/TPO-36/37	360800
*EM 0128	Common, Electronic Equipment	360622	*EM 0161	Antennas, Masts & Related Equipment	212094
*EM 0131	Clothing and Individual Equipment	256483	*EM 0162	Demolition, Munitions & Related Equipment	401119
*EM 0132	Air Drop and Delivery Equipment	256490	*EM 0163	Stano, Navigation, Laser, IR, Battlefield Illumination System	360786
*EM 0134	Anticounter Intrusion Devices	360660	*EM 0164	Computer Equipment - Tactical & General	360791
*EM 0136	Bridges, Floating/Fixed, Assault and Related Equipment	256489	*EM 0165	Topographical, Survey & Drafting Equipment	256502
*EM 0141	Field Artillery Data System	401126	*EM 0167	TACTICAL Fire Direction System (TACFIRE)	360801
*EM 0142	Training Devices, Simulators and Targets	401129	*EM 0168	Installation Kits, Electronic Equipment & Radio Sets	212095
*EM 0143	Air Defense Systems and Related Equipment	323493	*EM 0169	Satellite Communications Equipment	360802
*EM 0144	Installation Kits, SINCGARS	360704	*EM 0170	Electronic Warfare & Intelligence Equipment	431057
*EM 0149	Audio Visual and Pictorial Equipment	344665	*EM 0171	Aviation Electronic Shops & Related Equipment	212096
*EM 0150	Compressors and Support Equipment	256498			
*EM 0151	Coordination and Control - Avionics	360761			

Nomenclature	Title	IDN
*EM 0172	Calibration Procedures	344675
*EM 0173	Radio Equipment – Avionics	360804
*EM 0174	Food Service Equipment	344676
*EM 0176	Ammunition Surveillance Test & Procedures	256504
*EM 0179	Multiple Integrated Laser Equipment Management System	313788
*EM 0180	Warranties	344684
*EM 0181	Test Equipment – Aviation & Avionics	313786

All subscription updates and resupply requisitions must be transmitted electronically to the U.S. Army Publishing Agency's host system, using any of the following systems:

- Customers Support Subsystem (CSS) Software (DOS Application). This is available on the Army's Electronic Library (EM 0001)—
E-mail to: usapa@pubs.army.mil

- World Wide Web (WWW)—
<http://www.usapa.army.mil>

The USAPA point of contact is Ms. Rosita Effinger at DSN 328-0542 or commercial (703) 428-0542.

USAPA Phone Contacts

2461 Eisenhower Ave., Alexandria, VA 22331-0302. Commercial (703)/DSN 221 (325) or 328 (428) exchange.

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ATTN: JDHQSVPAP-P (PublicationsBulletin)
2461 Eisenhower Avenue
Alexandria, VA 22331-0302
E-mail: bulletinsp@usapa.army.mil